

Oneida County Job Description

Job Title: LTE-AIS Project Assistant
Department: Land & Water Conservation/Zoning
Reports To: AIS Coordinator
FLSA Status: Nonexempt
Prepared By: Nancy Hollands
Prepared Date: March 2010
Approved By: Lisa Charbarneau
Approved Date: March 2010

SUMMARY

Assists the Aquatic Invasive Species (AIS) Coordinator with planning and implementation of the Oneida County Land and Water Conservation AIS program for the prevention and control of aquatic invasive species in Oneida County. Cooperates with other AIS partners to achieve the goals and objectives set forth in the Oneida County DNR AIS Education Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs watercraft inspections at public boat landings in Oneida County following the Clean Boats Clean Waters (CBCW) program model.

Assists and conducts AIS educational activities listed in the Oneida County Land & Water Conservation Department DNR AIS Education Grant.

Works cooperatively with county and state personnel, as well as citizen volunteers, to perform AIS duties which include conducting educational programs and distributing educational materials.

Assists the AIS Coordinator in scheduling and delivering AIS- related programs and presentations to civic and community organizations, lake groups, and schools.

Conducts AIS and water quality assessments on Oneida County water bodies.

Uses a geographical positioning system (GPS) to record coordinate waypoints and to conduct point intercept surveys documenting AIS infestations in Oneida County water bodies.

Works cooperatively with Oneida County Lake groups on the Citizen Lake Monitoring Program. Enters collected data into the State SWIMS and Oneida County lake databases, and submits records and reports as required.

Assists with the development and distribution of educational materials.

Performs related tasks as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of water conservation practices and water quality standards.

Knowledge of computers including word processing, powerpoint, spreadsheets, and database entry.

Knowledge of, or ability to learn, publisher and/or print shop programs.

Ability to interpret and implement the Clean Boats Clean Waters Program.

Ability to read, comprehend, and interpret technical references, policy and procedure manuals, and government regulations.

Ability to work cooperatively with others and communicate well with the general public.

Ability to work independently with minimal supervision required.

Ability to work evenings, weekends, and holidays as needed.

EDUCATION and/or EXPERIENCE

Associate Degree in Natural Resources or related field, or current enrollment in a Bachelors degree program with natural resource conservation field experience.

LANGUAGE SKILLS

Ability to communicate effectively with County AIS Coordinator, County Conservationist, other government agencies and the general public. Ability to make public presentations in a well-organized articulate fashion.

MATHEMATICAL SKILLS

Must possess good mathematical and organizational skills.

REASONING ABILITY

Ability to evaluate situations and make good independent decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's license and reliable vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to traverse over wet, slippery, or irregular landscapes, and occasionally lift up to 25 pounds of equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be performed in adverse weather conditions, as fieldwork is required.